

Letters of Recommendation for SUNY Upstate Medical University (BS/BPS programs)

SUNY Upstate Medical University requires all applicants applying to a bachelors program submit two original letters of recommendation from people familiar with your academic record and potential. Letters will not be considered if submitted from personal sources such as friends or family members. Letter writers should know you well enough to write quality letters of recommendation.

Transfer applicants: We recommend at least one letter of recommendation come from a college professor, preferably in science, who can comment on your academic ability. A second letter could come from another professor, an academic advisor, employer, volunteer or internship coordinator or a health care professional that supervised or worked with you for an extended period of time. If you have been out of college for several years, we will accept two professional letters.

High school senior applicants for Early Admission: At least one letter of recommendation should come from a high school teacher, preferably science, who can comment on your academic ability. A second letter could come from a second teacher, a Guidance Counselor, volunteer coordinator, employer or a health professional that supervised or worked with you for an extended period of time.

Letters must be sent from the letter writer directly, and should be on letterhead.

It is the applicant's responsibility to ensure that the letters of recommendation are received. Applicants will not be considered complete unless both letters have been received.

Please share the next page with your letter writers.

To the Reference:

We are interested in obtaining information that will aid us in selecting capable students. It is important that students who are selected be able to complete their academic work successfully, and also possess the personal qualifications essential to competent and professional performance in their chosen health field. The applicant has selected you as someone who can give us such an appraisal. We would appreciate your candid evaluation of the applicant's qualifications for acceptance to the program.

Please submit your letter of recommendation on letterhead from your educational institution or place of employment (if appropriate.) **Please include your name, title and contact information as well as how long you know the applicant and in what capacity. If you are their instructor, please include which class(es) you taught them.**

Please address as many of the following as possible:

- Maturity
- Communication skills (written and verbal)
- Reliability
- Interpersonal skills
- Academic potential (for academic references)
- Professionalism
- Ability to work independently
- Ability to analyze problems and solve them effectively
- Leadership
- Emotional maturity
- Adaptability
- Team skills
- Areas they need to develop
- Reaction to criticism

Letters of recommendation need to be sent directly to our office at:

SUNY Upstate Medical University
Admissions & Financial Aid
766 Irving Ave.
Weiskotten Hall 0217
Syracuse, NY 13210